



Touchstone Living is a premier Southern Nevada home builder specializing in developing unique and upscale communities in desirable locations. Featuring innovative designs and superior craftsmanship, Touchstone Living homes are built to accommodate the versatile lifestyle of today's family now and for years to come.

Touchstone Living is hiring for a Purchasing Coordinator position. The Purchasing Coordinator assists the Director of Purchasing with purchasing functions as well as provide administrative support.

If you are interested in an opportunity to join an exceptional team in its early stages, then we are interested in learning more about you.

Responsibilities:

- Maintain vendor packets and qualifications
- Prepare bid packages
- Requests for pricing, load price changes
- Develops and maintains Excel spreadsheet for bid process
- Prepare contracts for awarded subcontractors
- Issue addendums to contracts
- Maintain Contract Tracking spreadsheet
- Maintain project budgets
- Process start packages and issue purchase orders for new releases
- Issue purchase orders for changes or field variances
- Create and maintain contract files
- Create and maintain lot files
- Create and maintain project spec books
- Research invoice or purchase order issues as needed
- Updating projects vendor lists
- Works collaboratively with field personnel, sales department, subcontractors and management
- Keep the office organized, filing
- Provides administrative assistance to Director of Purchasing

Requirements include:

- Proficient in Microsoft applications such as Word, Outlook and Excel
- Detail oriented and ability to multitask
- Excellent communication skills
- Minimum high school diploma or equivalent
- Knowledge of reading blueprints preferred
- 1 – 2 years in similar purchasing role preferred